

CIA RECORDS MANAGEMENT BOARD

20 August 1968

RECORDS PURGE

GUIDANCE FOR OPERATING COMPONENTS

Initial (30-day) Progress Report

Assumptions:

1. Some of your records (not already so designated) can properly be designated for early destruction.
2. Within the initial 30-day period of this purge effort, the necessary review of your holdings and decisions on early destruction cannot in some cases be completed. However, as a minimum, your plan for proceeding can be formulated.

Initial Report:

Please comment in your initial progress report on the following:

1. Name and position of officer(s) in your component responsible for the records purge and follow-on procedural improvements.
2. Nature and scope of your purge plan and elements of the plan accomplished during this initial reporting period.
3. Survey results within this reporting period, including specification of records, by type and volume, which have been earmarked (even if tentatively) as candidates for possible destruction.
4. Your work schedule for proceeding with the purge.
5. Other comments (e.g., microfilming plans, change in records creation and duplication procedures, etc.)

This initial report to your Directorate is due on September 10, 1968. The Directorate's report to the Executive Director-Comptroller is due September 20, 1968. A copy of the Directorate report, ^{will} ~~should~~ be sent to the new CIA Records Management Board.